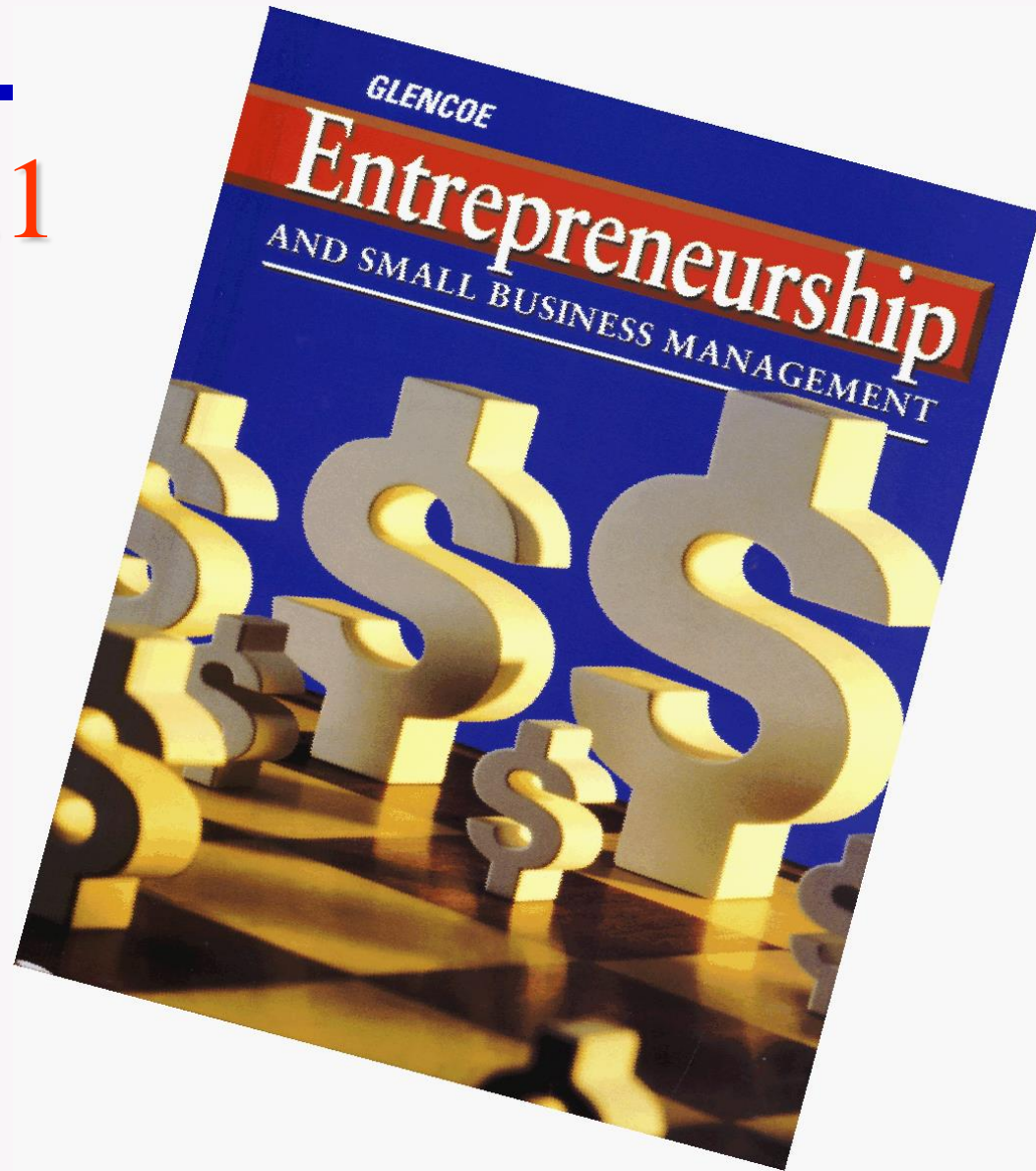


# PowerPoint Presentation

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# Developing and Keeping Human Resources

## I. RECRUITING

- A. Promoting from within or placing existing employees reduces hiring costs, but may limit “new thinking” and bring resentment.

## Developing and Keeping Human Resources

**B.** Newspaper, job fairs, school placement centers, employment agencies, and professional and labor organizations can refer candidates.

## II. SCREENING

A. Review applications

B. Conduct interviews

C. Check references

## III. UNIONS AND YOUR BUSINESS

**A.** Employees may belong to an organization to represent workers called labor unions.

**B.** Labor unions require  
working condition and wage  
standards.

## IV. TRAINING AND DEVELOPMENT

A. Developmental activities, like industry conferences and classes, prepare managers to lead a company into the future.

# Developing and Keeping Human Resources

**B. Educational activities**  
prepare employees for  
**promotion.**

**C. Plan a proper development  
program.**

**1. Determine needs.**

**2. Design a program.**



# Developing and Keeping Human Resources

3. Implement a program.
4. Evaluate the program. Do the benefits outweigh the costs? Is it *cost-effective*?

# Developing and Keeping Human Resources

## Training and Development Techniques

Technique	Description
On-the-job training	Employees learn the job on the job site under the direction of their manager or an experienced employee.
Vestibule training	Training takes place at a location away from the job that is equipped to simulate the actual work site.
Classroom teaching	Lecture, discussion, case studies, role playing, and other traditional classroom techniques are used to provide knowledge and problem-solving skills needed to perform the work.
Coaching	Employees receive ongoing instruction and feedback regarding job performance from their manager.
Mentoring	Employees receive one-on-one assistance from an established employee to help them get oriented within the organization and develop their potential.
Job rotation	Employees are moved from one job situation to another to provide them with a variety of job experiences and/or an understanding of the total operation.
Conferences and seminars	Several trainees or employees meet off the job with experts to learn how to deal with specific concerns or to exchange ideas.



## V. PAY AND BENEFITS

Review compensation packages regularly.

A. Is it legal?

B. Is it competitive?

C. Is it affordable?

D. Is it manageable?

## VI. RESOLVING DAY-TO- DAY EMPLOYEES PROBLEMS

- A.** Employees should resolve disputes with their own problem-solving and human-relations skills.

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**B.** A formal employee  
complaint procedure  
should be put in writing  
and given to all employees.

## VII. DISCRIMINATION

A. The EEOC enforces workplace discrimination on the basis of race, color, gender, national origin, age, or handicap.

# Developing and Keeping Human Resources

**B.** The Pregnancy Discrimination  
Act requires pregnant employees  
to be treated like all others when  
determining benefits.

## **VIII. ON-THE-JOB PROBLEMS AND EMPLOYEE TERMINATION**

**A. Performance**

**B. Disagreement**



# Developing and Keeping Human Resources

## C. Termination

1. Give exact reasons for termination.
2. Explain severance pay and unemployment compensation.